

# Speed Camera Technician



**Job Code:** 5215  
**Grade:** 120  
**Reports to:** Police Sergeant  
**Salary Range:** \$33,703 - \$51,478  
**FLSA Status:** Non-Exempt

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## **GENERAL STATEMENT OF DUTIES**

Performs routine technical and administrative duties in the operation and maintenance of automated traffic enforcement digital camera equipment for recording the images of vehicles exceeding posted speed limits; does related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this classification utilizes knowledge of the basic concepts and procedures of automated traffic enforcement in setting up and monitoring automated traffic enforcement equipment, which records and creates photographic evidence of speeding violations. Work is performed under general supervision with some latitude for sound, independent judgment within established instructions, routines, guidelines, policies, procedures, or standards. Work is reviewed and measured through conferences, reports, analyses, observation of productivity, effectiveness, and customer service standards, and levels of success accomplishing established progress and goals in support of the photo speed monitoring program.

## **ESSENTIAL FUNCTIONS**

Setting up, monitoring, inspecting, deploying, and maintaining automated traffic enforcement equipment; responding to inquiries and requests for service; evaluating and approving automated traffic citations; maintaining records; preparing reports;

## **EXAMPLES OF WORK**

- Monitors and maintains fixed, portable, and mobile photo speed detection equipment; uploads data; inspects equipment for damage, vandalism, or malfunctions; maintains and charges batteries and auxiliary flash units; reports equipment breakdowns or malfunctions to contractor; coordinates equipment service and repairs.
- Deploys and operates photo speed detection equipment as directed.
- Responds verbally and in writing to citizen and other jurisdiction inquiries and requests related to the photo speed camera citation program; initiates requests for refunds through the chain of command.
- Maintains records of daily activity, including equipment inspections, field work performed, deployment logs, and public contacts; prepares reports as requested.
- Participates in selection and cite surveys of new locations for portable and mobile units.
- Coordinates placement of fixed photo speed detection equipment with contractors and City staff.
- Reviews documentation of court dispositions, payments, late fee waivers, and administration voids of citations.
- Performs the certification in the operation of the Photo Radar/Lidar Units.
- Provides initial and follow-up training in the use of equipment and the computer format to approve or deny citations.
- Organizes and compiles case files and records for court appearances; prepares and provides court testimony as required.
- Reviews legislative rulings concerning the use of mobile photo speed detection equipment and reports potential issues and developments through chain of command.
- Performs related tasks as required.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- General knowledge of applicable Maryland State traffic laws.
- General knowledge of appropriate case preparation policies and court rules as they apply to the testimony and introduction of evidence.
- Knowledge of applicable laws and procedures regarding the use and dissemination of motor vehicle information.
- Knowledge of methods, principles, and techniques associated with research, data collection, and report preparation.
- Knowledge of customer service techniques in responding to inquiries, complaints, and requests.
- Skill and ability in the operation of complex photo speed detection equipment.
- Skill and ability in the operation of standard office equipment, including a personal computer using program applications appropriate to assigned duties and responsibilities.
- Skill in dealing effectively with citizens and representatives of various government and private organizations.
- Ability to manage, prioritize, and carry out continuing, multiple, and varied assignments requiring exceptional organizational skill and attention to detail in order to complete assignments in a timely and accurate manner and meet deadlines.
- Ability to respond to inquiries, complaints, and requests for service, resolve disputes, and enforce laws and regulations with firmness, tact, good judgment, and impartiality.
- Ability to communicate clearly and effectively, orally and in writing.
- Ability to give, understand, and follow oral and written directions and instructions.
- Ability to interpret, explain, and apply laws, regulations, policies, and practices fairly and consistently.
- Ability to demonstrate resourcefulness, initiative, and integrity in the performance of assigned tasks.
- Ability to make recommendations and sound decisions based on established guidelines, policies, and procedures.
- Ability to maintain accurate records and prepare accurate and reliable reports from such records.
- Ability to work independently with little oversight, and in a team environment.
- Ability to learn and apply technical terminology and information specifically related to police work.
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Ability to interact professionally and cooperatively and establish and maintain effective working relationships with associates, officials, public and private representatives, and the general public.

## **MINIMUM EDUCATION AND EXPERIENCE**

High School graduation, High School Equivalency Diploma, or G.E.D. Certificate, supplemented by some experience in a position which demonstrates analytical and customer service skills and skill in the use of a personal computer and standard software applications; or any equivalent combination of education, training, and experience.

## **WORK HOURS**

Requires 40 hours in a standard workweek.

## **WORK CONDITIONS**

- Medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.
- Work requires standing, walking, sitting, lifting, fingering, feeling, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurate, loudly, or quickly.

- Hearing is required to perceive information at normal spoken word levels with or without correction, to receive detailed information through oral communications, and/or to make fine distinctions in sound.
- Visual acuity is required with or without correction for close vision, distance vision, depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions.

**ADDITIONAL REQUIREMENTS**

- Possession of an appropriate driver's license valid in the State of Maryland
- Possession of Photo Radar Operators Certification
- Possession of Lidar Operators Certification
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

Created FY 2013

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**ACKNOWLEDGMENT OF CLASS SPECIFICATION**

I acknowledge that I have read the class specification and requirements for the Speed Camera Technician position. I understand this class specification does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the position change.

Are you able to perform the essential functions of this position with or without accommodation?

☐ Yes      ☐ No

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Employee Signature

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Date

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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